



## FY21 Performance-Based Pay Timeline MLS, PLS and GSS Longevity Employees

The following timeline is a full performance management cycle timeline for Montgomery County Management Leadership Service (MLS), Police Leadership Service (PLS) and General Salary Schedule (GSS) Longevity employees. Employees in these groups are eligible for performance-based pay that must be paid effective the beginning of the first pay period of the new fiscal year, **if approved by the County Executive and the County Council in the FY2022 budget.**

To ensure that eligible MLS, PLS and GSS Longevity employees receive compensation adjustments on time, the following performance planning, evaluation and appraisal actions must be completed in Oracle Workforce Performance Management (WPM) no later than **May 15, 2021.**

	Completed	Deadline	Action	Role
Phase 1: PLAN	<input type="checkbox"/>	Jul 1, 2020	OHR opened performance plans in Oracle WPM	OHR WPM Plan Administrator
	<input type="checkbox"/>	Jul 1, 2020	Begin the creation of employees' performance plans for the fiscal year: <i>goals, objectives and development plans</i>	Supervisor Employee
	<input type="checkbox"/>	Aug 13, 2020	Confirm and establish employee performance plans: <ul style="list-style-type: none"><li>Non-Bargaining Unit (NBU) employees' plans in Oracle WPM</li></ul>	Supervisor
	<input type="checkbox"/>	*No later than 10 days after plan is established	Provide employee with a copy of the signed performance plan	Supervisor
	<input type="checkbox"/>	Aug 14, 2020	<ul style="list-style-type: none"><li>Generate Performance Plans and Appraisal Status Monitor Reports</li><li>Ensure employee WPM performance plans and paper PPE forms are created</li></ul>	HR Liaison
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none"><li>Provide and/or solicit feedback from your supervisor on your performance</li><li>Discuss training and career development opportunities with your supervisor</li></ul>	Employee
			Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 2: DEVELOP	<input type="checkbox"/>	Jan 31, 2021	Schedule, conduct and document mid-year progress discussions with employees via Teams	Supervisor
			Document, sign and date mid-year progress discussion forms	Employee
	<input type="checkbox"/>	Ongoing	<ul style="list-style-type: none"><li>Provide and/or solicit feedback from your supervisor on your performance</li><li>Discuss training and career development opportunities with your supervisor</li></ul>	Employee
			Conduct frequent performance coaching sessions throughout the year with your employees	Supervisor
Phase 3: EVALUATE	<input type="checkbox"/>	April 1, 2021	Document and provide performance accomplishments to your supervisor on your online appraisal or paper PPE form	Employee
	<input type="checkbox"/>	**May 1, 2021	<ul style="list-style-type: none"><li>Enter performance appraisal ratings and comments online in WPM</li><li>Employee enters final overall rating comments (optional) in Oracle WPM</li><li>Share and gain final approval from Reviewing Official</li></ul>	Supervisor Employee Reviewing Official
	<input type="checkbox"/>	***May 15, 2021	Finalize all performance evaluation in WPM	Supervisor Employee Reviewing Official
	<input type="checkbox"/>	****May 17, 2021	<ul style="list-style-type: none"><li><b>Generate Performance Planning and Appraisal Status Monitor reports</b></li><li>Ensure all employee evaluations are completed in WPM</li></ul>	HR Liaison

NOTES:

- \*Performance plans are date-stamped in Oracle WPM in lieu of physical signatures
- \*\*Supervisors must send online performance evaluations to employee for final overall rating comments **before** sending evaluations electronically to Reviewing Officials for approval
- \*\*\*Performance plans/evaluations are completed when the Reviewing Official finalizes in the system
- \*\*\*\*HR Liaisons should generate hard copies of the finalized appraisals for departmental record-keeping

WPM Tools and Resources

Visit [Performance Management Resources](#) and [WPM System Training Materials](#) for available online resources including policies and procedures, forms and guidelines

Questions

Your department HR Liaison is your first point of contact for performance management questions  
If you have additional questions, please contact the Performance Management team at [Performance.Matters@montgomerycountymd.gov](mailto:Performance.Matters@montgomerycountymd.gov)